



Alaska Science Symposium 2006 Guidelines for Presenters

Thank you for planning to attend
the Alaska Science Symposium 2006
to share your research results!

Oral Presentations

Oral presentations will be held in the 280-seat Karstens Theater of the Denali Visitor Center at Mile 1.5 of the Denali Park Road. The room has a built-in screen. The presenter will not be on a raised stage, but there is a lectern. A wireless microphone will be provided. Please plan to use the microphone even if you have a voice that carries well, so all attendees can hear your presentation easily.

Preparation of Oral Presentations

Authors and presentations. To ensure maximum participation at the 2006 Alaska Science Symposium, each person is allowed to give only one oral presentation. A person can be a co-author on several oral presentations or be an author of several posters.

Presentation length. Speakers will be organized into 20-minute timeslots. This interval includes two minutes for last questions and transition to the next speaker. Therefore, presentations should be geared to 15-17 minutes to leave time for questions. Practice your talk to know its length. Session leaders will be instructed to keep presentations on schedule. Please be courteous to fellow presenters, session chairs, and listeners by keeping within your 18-minute limit. Color lights or cards (green shown at 15 minutes, yellow at 16 minutes, and red at 17 minutes) will provide speakers with time reminders.

Use of PowerPoint. All oral presenters wishing to using visuals will use PowerPoint presentations. An LCD project and PC laptop operating on Windows 2000 will be used. No overhead projector will be available. Slides are discouraged, but a special request can be made to use a slide projector if this request is made BY THE ABSTRACT DEADLINE by emailing Lucy_Tyrrell@nps.gov.

Tips for oral presentations.

- Focus on results and conclusions
- Share implications for resource managers
- Avoid unnecessary methodological detail
- Additional details can be in the proceedings

Before the Conference

Oral presenters should prepare their PowerPoint presentation, shrink the file as much as possible, and save it as a PowerPoint show.

Tips for shrinking PowerPoint files are provided at the following site:

<http://office.microsoft.com/en-us/assistance/HA011168821033.aspx>

The PowerPoint files should be named using the presenter's last name and a topic word (e.g., Chapinclimate).

Place your file on a CD or USB memory drive (e.g., Thumbdrive) to bring to the Symposium. Make sure the CDs can be read by a different computer than your own. The conference will use a dedicated computer, CD drive, and projector for all presentations, so you will not be able to use your own laptop computer for your presentation.

Note: Please place your files for the Symposium Proceedings on the CD or USB memory drive as well (detailed instructions will be available on the website in April and sent out to presenters).

At the Conference

Registration. As you register, please present your CD or USB drive to download your presentation and information for the Symposium Proceedings.

Session readiness. Please arrive in the Karstens Theater at least ten minutes prior to the beginning of the session that includes your oral presentation to introduce yourself to the session chair and hear instructions about time signals, use of the projector system, laser pointer, etc.

Presentation.

Speak slowly and audibly.

Adjust the microphone if needed to let your talk be heard easily.

Adhere to time limits—PLEASE!

Poster Presentations

Posters at the Alaska Science Symposium will be on display in the Murie Science and Learning Center (MSLC) from noon on Tuesday September 12 through 4 pm on Thursday September 14. The classroom and exhibit area will be the main locations where posters will be displayed.

Presenters are expected to remain by their posters throughout the poster session on Wednesday September 13 from 4 PM – 6 PM. The poster event is open to non-registrants and will have light refreshments.

Poster preparation

- **Posters should be 3' (tall) x 4' (wide). Posters larger than this may not fit in the allotted space.**
- Include a large heading with title, author names and affiliations
- Focus poster on a single topic
- Keep text large for best readability (sans serif, Arial, Helvetica, or Univers fonts recommended)
- Avoid large blocks of small text
- Text size should exceed 14 points, much larger is preferred
- Convert tables to figures where practical
- Posters should be in English

Please Note: The Murie Science and Learning Center would like to display posters beyond the dates of the Symposium (affixed to FoamCore on a moveable rack or in a flip stack). The MSLC and Denali staff request that all poster presenters bring a “good” copy of their poster (rolled preferred) to be mounted for long-term display in the MSLC.

Poster display

Posters will be assigned space in the MSLC, arranged by topic. Depending on the location, posters will need to be affixed to Foam Core with tacks then placed on an easel, or taped or tacked to walls or other room structures. Easels, FoamCore, tacks and tape will be available in the MSLC poster viewing area.

If poster presenters have special needs (e.g., want to place a computer demonstration or other materials with their poster), they should identify these needs well in advance of the Symposium (by August 1, 2006) by emailing Lucy_Tyrrell@nps.gov. A limited number of tables may be available.

Presenters are responsible for putting up their own posters. Posters can be set up in the MSLC anytime between 7 AM and 12 noon on Tuesday, September 12 and retrieved after 4 PM on Thursday.